

AGPS PAYMENTS

Order Payment

The order payment process is made available to allow payments against open encumbrances made through an AGPS order. If the payment request has been processed to AFS, but the check has not yet been issued, the payment request can be canceled by changing the status on OPAY. If a check number has been issued for the payment, refer to your agency internal procedures for the next action to take. Payments and payment cancellations are performed on-line (real time). Results from AFS, including reasons for rejections, are immediately viewable on-line. The following steps describe the order payment and payment cancellation processes.

Successful Payment

If the invoice to be paid has been recorded and posted, the user should inquire on the order number and invoice number on OPAY to retrieve the document for payment. If the user is unable to retrieve the invoice record on OPAY, check to see if the invoice has been posted (OINV status code 651). Once the invoice is retrieved on OPAY, change the APPROVE PAYMENT to 'Y', input the date desired for payment, and verify that the schedule payment date is OK by typing 'Y' in that field. Then press enter. Change the status code to 635 to process the payment to AFS. While the document is passing through the interface cycle, the status is at 933. Most of the time this status will not appear on your screen because the interface occurs so quickly. Should this status appear on your screen, it may be that your AGPS session is in the "pause" mode. To verify this, press the F3 key or type END in the function line and press enter. Then attempt to change the status code of the payment to 635. Once the interface cycle is completed successfully, the status will change to 636.

Failed Payment

If the payment interface fails, the status code on OPAY will return at 637. The following steps may be used to correct the failure:

1. Inquire on your OPAG record(s) and review the reason code(s) returned from AFS for the failed payment. Contact your accounting department if further instruction is needed. **Note: If four reason codes appear on your OPAG screen, there could be additional reasons for failure. If errors listed are corrected and the payment fails again, check for additional reasons.**
2. Make the necessary corrections, change the status code on OPAY to 635 and press enter to resend the payment to accounting.

Canceling Payment

If the status of the order is 636 (processed for payment), but the check has not yet been processed, the payment can be canceled by changing the status code on OPAY to 697. When the payment cancellation is successful, the status of the OPAY record will return at 698. Remember, if you choose to cancel the payment of an invoice with status 697, that specific invoice number cannot be used for further processing. It should be reverse posted (change status to 660 on OINV) and canceled (set to status 696 on OINV). A new invoice with a different invoice number can then be entered and processed.

FAILED CANCELLATION OF PAYMENT

If the attempt to cancel the payment fails, the status code on OPAY will return at 694. Inquire on the OPAG screen and review the reasons returned from AFS. Contact your agency accounting section for further direction. To attempt the cancellation again, reset the status to 697.

AFS Payment Screens

Users who have access to AFS may view or verify the payment information established in AFS on the OPVH and/or OPVL screens by using the steps outlined below:

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPVH' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the VENDOR CD field and input the eleven digit vendor number. Then type the three digit agency number in the VOUCHER AGENCY field. Next type the voucher number (found on OPAY) in the VOUCHER NO field and press enter. If the payment interface was successful, header information about your payment will appear.
4. From the OPVH Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPVL screen. To view additional line information, if you have more than one accounting line, just press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

Special Payment Tips

1. If adequate time has past since the scheduled pay date for issuing a check, but a check number does not appear on OPAY, the problem may be:
 - a. Schedule payment date - Check to be sure date is valid for indicated fiscal year.
 - b. Cash availability - Check the CASH table in AFS to see if sufficient cash is in the account.
 - c. Vendor status - Check the hold field indicator on the vendor table (VEND) in AFS. If the hold field is marked 'Y', call OSRAP for further direction.
 - d. Credit memo - Check to see if there have been any credit memos issued in AFS against the vendor on your payment. No check will issue until the credit is completely used.
2. Inter-Agency transfer Payments - If the order was entered and encumbered using a vendor number that is not set up as an Inter-Agency transfer vendor (payment type 1 vendor number), the payments cannot be made using a vendor number that is set up as Inter-Agency transfer (payment type 2 vendor number). In order to process payments through an interagency transfer method, the order must be encumbered using the Inter-Agency transfer vendor number.
3. If you have processed a type 2 payment (interagency transfer), and you have proper access, you may view the transfer history in AFS on the OLGL screen.

Common Interface Error Messages

A516E SCHED PMT DATE < VCHR DATE

The scheduled payment date assigned on the voucher is earlier than the date of the voucher itself. Correct the erroneous date and resubmit the transaction.

A618E EXP AMT > UPPER TOL LIM

The transaction causes the amount expensed against the referenced purchase order to exceed the original purchase order amount by more than the system tolerance percentage. Verify the line amount and correct before resubmitting the transaction.

A622E EXP AMT > PO DIST AMT

Attempted a partial payment for an invoice with adjustments, which can only be made in the final payment.

HFR9E FED AID BUDGET HAS BEEN CLOSED

The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

429LE ACCTG PERIOD MUST BE 13

The current document's Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

515LE RECORD ALREADY ON OVIH

A payment record already exist in AFS for the specified invoice number and vendor on your OPAY or KINV record. If the vendor invoice number was processed through AGPS on another order number, it can be viewed on the OINI screen. If payment was processed directly in AFS for the vendor invoice number, with proper access you can view information concerning the vendor invoice in AFS on the OVIH screen. This problem can usually be minimized by using more unique invoice numbers.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information.

C100E INVALID FUND FOR BUD FY

C120E INVALID FUND/AGENCY FOR BFY

C122E BAD FUND/AGENCY FOR ACCT FY

C152E INVALID OBJECT

HP04E INVALID PROJECT